

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

COUNCIL CUPBOARD MANAGER OR COOKIE JAR MANAGER

DATES OF PRODUCT PROGRAMS: FALL PRODUCT: SEPT 2018 – NOV 2018 OR COOKIE PROGRAM: JAN 2019 – MARCH 2019

PURPOSE OF POSITION: To manage the receipt, storage and distribution of products to Troops/Groups.

TERM and ACCOUNTABLE TO: Appointed by and Accountable to the Council Product Sales Manager for duration of the program.

SUPPORT: Guidance and Training is provided through the Product Program Task Group and Product Sales Department. There is access to relevant materials that prepare for and support this position.

RESPONSIBILITIES:

- 1. Participate in Product Sale Cupboard Management training.
- 2. Direct the operation of the Cupboard within the assigned area and provide space to house product.
- 3. Take delivery of product as needed throughout the sale.
- 4. Confirm each troop's order, pick-up date and time via email.
- 5. Distribute product during set published hours and days.
- 6. Enter and commit all transfers of products in the product sale software within 24 hours after Troop pick-up.
- 7. Complete daily inventory, balancing product in hand with inventory count maintained in product sale software.
- 8. Maintain daily communication with Product Sales department during program period to ensure adequate stock and balanced inventory on hand at all times.
- 9. Record any damaged product received into product sale software.
- 10. Assist with product movement between Cupboard locations as needed.
- 11. Complete end of sale final reports to be submitted with receipts when Cupboard is closed.
- 12. Complete the membership and background screening process.

QUALITIES REQUIRED:

- 1. **Ability to Focus on Girls**: Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
- 2. Adaptability: Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- 3. Ability to Foster Diversity: Understand and embrace differences.
- 4. Communication Skills: Express ideas clearly and concisely.
- 5. **Personal Integrity:** Demonstrate personal integrity, credibility and dependability for girls.
- 6. **Skills:** Organize and manage information effectively, maintain basic computer literacy with relevant software including intermediate Excel, good communicator, keep accurate and organized records.

VOLUNTEER AGREEMENT

[By choosing this role or by signing the Volunteer Agreement Form on Volunteer Tab, you are accepting the duties and responsibilities of this position.]